

Retention and Classification Report

Agency: Provo (Utah). Finance Department (806)

351 West Center
Provo, UT 84601
801 852-6100

Records Officer

07024 Beer license applications
84083 General ledgers

AGENCY: Provo (Utah). Finance Department

SERIES: 7024

3

TITLE: Beer license applications

DATES: 1978-

ARRANGEMENT: Alphabetical by name of business

DESCRIPTION:

These applications are filled out by businesses to obtain licenses for selling beer within the boundaries of Provo City. There are four classes of licenses: Class A--consumption off premises; Class B--consumption on premises; Class C--beer on draft or container on or off premises; and Class D--wholesale. Applicants are required to file a cash or corporate bond (UCA 32-4-4) and to undergo a criminal history check by the police department. Businesses are licensed annually for the fiscal year (July - June). The applications are used to verify accuracy of information provided and to authorize the licensure of businesses. The information on these applications include class of license, name and address of applicant, description of business or activity, list of management information (name, title, business and home addresses, and birth dates), bonding requirements, questions on qualifications for license; names, addresses, and phone numbers of three references; notarized signature; examination and approval information from city police; list of persons handling beer.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administratively, these files should only be maintained for four years. The statute of limitations provisions indicate that an action must be taken within four years.

AGENCY: Provo (Utah). Finance Department

SERIES: 7024

TITLE: Beer license applications

(continued)

AGENCY: Provo (Utah). Finance Department

SERIES: 84083

3

TITLE: General ledgers

DATES: 1906-

ARRANGEMENT: Chronological

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: 04/23/2003

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on the municipal financial general records retention schedule (9/85).

AGENCY: Provo (Utah). Finance Department

SERIES: 84083

TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:

Public